



HEADQUARTERS
FLORIDA WING GROUP 3, CIVIL AIR PATROL
United States Air Force Auxiliary
Clearwater Air Park, 1000 N. Hercules Ave., Bldg. A
Clearwater, FL 33756

TO: ALL GROUP 3 PERSONNEL

4 August 2009

SUBJ: RELEASE OF NEWS AND INFORMATION FOR PUBLIC DISTRIBUTION

OPR: PA

EFFECTIVE IMMEDIATELY

The control of information is vital to the success of Civil Air Patrol's many initiatives and programs. This policy reflects national CAP policy and considers the special circumstances of the greater Tampa Bay media market, which require centralized coordination.

1. Every news release from a subordinate unit must be reviewed and approved by the unit's commander, in accordance with national CAP protocol. Every news release generated in the course of an emergency services mission will be reviewed and approved by the incident commander before distribution.
2. Subordinate-unit commanders or their designees shall not distribute any news release without the prior review and approval of the Group 3 commander and public affairs officer.
3. Non-CAP organizations and businesses shall not represent nor depict any CAP unit, personnel or symbols without consultation and approval of the commander and public affairs officer of Group 3 or, when appropriate, of the commander and director of public affairs/marketing at HQ Florida Wing.
4. All subordinate-unit Web sites and their content must also be approved by the appropriate unit commander as well as reviewed by the Group 3 commander, public affairs officer and information technology officer.
5. Public appearances by CAP units, detachments or details (including color guard, athletic contest, field-trip, ceremony and parade events) require advance notification to the Group 3 public affairs officer. This notification may either be from the subordinate-unit commander, public affairs officer or other designee.
6. Commanders of subordinate units will brief their members on this policy immediately and periodically thereafter.

FOR THE COMMANDER

DOUGLAS E. JESSMER, Major, CAP
Public Affairs Officer

Attachments:

Definitions

Distribution:

17 Subordinate units

1 Gp 3/CC

1 Gp 3/File

DEFINITIONS

News release: Any release of information for public distribution and consumption, whether to print, broadcast or Web media, or to internal CAP publications and Web sites.

Information: For the purpose of this letter, includes, but is not restricted to, news releases, photography, unit data (including schedules and rosters), speeches or special presentations.

Subordinate unit(s): All squadrons and flights in Group 3.

Subordinate-unit commander: Commander of a squadron or flight.